

# COUNCIL FOR GRADE LEVEL READING – CHARTER

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## **United Way Mission and Vision**

United Way of the Greater Lehigh Valley exists to improve lives and community conditions. It accomplishes this by **assessing** community conditions, **raising and investing** money and **mobilizing** people to action. Through collective impact, United Way will work with others to achieve a community goal of increasing 3rd grade reading levels by 50% and increasing the number of 8th grade students proficient in reading and math by 2022.

## **Mission of Council for Grade Level Reading (CGLR)**

The Council for Grade Level Reading is commissioned by United Way of the Greater Lehigh Valley and the Collective Impact Council to collaborate with community partners to ensure that they have what they need to help us meet these education goals. United Way Community Schools are the primary vehicle through which these targeted efforts are focused to reach these goals. The Council will be charged to bring alignment and integration of programs and services that support birth through 8th grade populations within this construct of United Way Community Schools, present and future. The Council will also oversee and support capacity-building efforts that raise the overall quality of program content and delivery.

## **Guiding Principles**

Guiding principles for the Council for Grade Level Reading align with qualities inherent in our United Way Community School model. The CGLR must always strive for positive gains with students and families; socially, emotionally and academically through direct and systemic changes that create six key conditions necessary for positive outcomes:

- Quality early childhood education exists universally.
- Families are partners in education to enhance learning.
- Positive youth development opportunities support student growth
- Provision of basic needs to stabilize families and students.
- Quality engaging instruction consistently delivered with high levels of support and expectations.
- Schools and neighborhoods are safe places for kids and families to learn and grow.

## **Member Roles**

The Council for Grade Level Reading will be comprised of up to 40 well-networked, strategic partners who have knowledge of the education system, available resources and funding levers

across the Lehigh valley that can bring together assets and energy to achieve stated goals.

## **Assigned Standing Positions:**

- Member of school district administration from each partnering school district (1–4)
- Member of school district union leadership (1–3)
- Member of each higher education institution with an education college
- Member of each lead corporate partner entity (8)
- Member of each city government office of Allentown, Bethlehem and Easton (3)
- Member of a family from each school district (1–4)
- Member of a partnered health network (3–4)
- Chair of each coalition doing work on behalf of the CGLR (3)
- United Way education team staff (1–4)

## **Assigned At-Large Positions:**

- Appointed officials
- Program provider(s)
- Community leaders
- Community volunteer(s)

United Way education team leadership will invite an established member to be the Chair and Vice Chair of the CGLR for a period of two years with the Vice Chair succeeding the Chair. These members will also serve as the Chair and Vice Chair for the Executive Committee. The CGLR Chair will represent the Council for Grade Level Reading on the Collective Impact Council. In the event the Chair is not able to fulfill this responsibility, the Vice Chair shall fill the role. Term limits shall remain in effect with all members eligible to serve two, three



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year terms on the CGLR.

### **Member Responsibilities**

The Council for Grade Level Reading is a committee to the Collective Impact Council and serves in a leadership role to the United Way education team to “take action to achieve United Way’s education goals.” Members of the CGLR will be responsible to advance grade level reading efforts in the Lehigh Valley by doing the following:

### **Oversee Management and Implementation of United Way Education Investments**

- Oversee growth and progress of all education investments, including Birth–5, K–8 and Community Schools.
- Oversee integration of investments into place based work. Identify techniques to maximize results.
- Oversee and guide work of the three coalitions created to organize and integrate the areas of early learning, summer learning and higher education.
- Give voice to recommendations that will be passed to the Collective Impact Council.

### **Build Awareness and Momentum with Community**

- Champion the United Way education goals through members’ own networks.
- Strategically engage new partners who add value towards meeting goals.
- Map CGLR members’ current connections to other efforts in the Lehigh Valley that align to demonstrate collective impact connection points.
- Actively connect the identified aligned efforts to build synergy towards results.

### **Shape Future Work**

- Share/lift up best practices for consideration of replication/ implementation across targeted Community Schools.
- Design, support and reflect upon new strategies proposed for the targeted Community School network.
- Create new SCRIPTS to clarify purpose of future confirmed strategies.

### **Create and Support an Education Policy Platform**

- Give voice to education policy considerations worked on by United Way Policy and Advocacy Committee.
- Ensure that goals and objectives put in place through CGLR align to the impact dashboard of the United Way.

### **Executive Committee Member Responsibilities**

The CGLR will have an Executive Committee that will serve in a leadership role to provide “back up support” to the United Way education team. Executive Committee members will be responsible to advance the grade level reading efforts in the Lehigh Valley by doing the following:

- Strategic problem solving for the CGLR efforts
- Crafting final CGLR recommendations to pass to the CIC

### **Time Commitment**

The Council for Grade Level Reading will meet five times a year – January, March, May, September and December. Dates and times TBD.

The CGLR Executive Committee will meet for scheduled

sessions on a quarterly basis and will also meet when necessary to support urgent matters.

### **Coalitions of the Council for Grade Level Reading**

Three Coalitions will be formed to bring focus to particular bodies of work essential to meeting stated goals of increasing the number of students reading at grade level in 3rd and 8th grades:

- *Early Childhood Coalition*  
made up of a steering committee and three work groups
- *Summer Learning Coalition*  
made up of a steering committee and one work group
- *Higher Education Coalition*  
made up of a steering committee and one work group

Each coalition will identify its key priorities, suggested participants and meeting frequency with guidance and support from the CGLR. The coalitions will interact with the CGLR as follows:

- Each coalition will appoint its own Chair for its own steering committee
- Steering committee members for each Coalition will be expected to serve on one of its work groups.
- Chair of the steering committee for each Coalition will serve as representative at the CGLR.
- The Chair of the CGLR will represent the work of the three Coalitions at the CIC level.

### **United Way Commitment**

- Meetings will begin and end on time, unless extended by an agreement of participants.
- Pre-meeting materials will be sent out in a timely manner in order to permit participants to review/comment prior to meeting and to be fully prepared to participate fully.
- Meeting notes and post-meeting action items will be communicated in a timely manner to permit participants time for review/comment.
- Each convened group strives for consensus on key decisions and recommendations. If unable to reach consensus, the decision will be made by majority vote of those participants who are present.
- Participants who are unable to participate in meetings are strongly encouraged to be briefed by United Way staff and/or work group leadership between meetings.

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Member Signature

Date

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Chair Signature

Date

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United Way Senior Education  
Director Signature

Date